

The 4<sup>th</sup> annual **Small Farm Expo** is March 19<sup>th</sup> and we want you to be a part of it! This event puts practical tools in the hands of small-acreage farmers and rural landowners through displays, demonstrations, exhibits and presentations by local experts. In order for this event to be a success, however, we need the help of local residents like you. There are important volunteer positions available for any skill level and for varying timeslots. Perhaps you are detail oriented and enjoy running a tight ship; or maybe you have experience managing livestock; or perhaps you enjoy public speaking and would like to announce events; or you might be willing to do whatever is needed but you are only available for a specific timeslot. There is a position for you. Please support this valuable event!

To volunteer, please contact Tara Zimmerman at [tara.zimmerman@metrokc.gov](mailto:tara.zimmerman@metrokc.gov) or 206-205-3203. For more information visit [www.metrokc.gov/ws-cce/farmexpo](http://www.metrokc.gov/ws-cce/farmexpo)

## **Small Farm Expo 2005 Volunteer Position Descriptions**

### **Friday March 18<sup>th</sup> – Set-up Day**

#### Vendor Hall Set-Up Assistants – 3 positions

Assistants will work closely with staff lead to prepare vendor hall for the arrival of vendors who will be setting up booths both Friday and early Saturday. Must be willing and able to assist with table and chair set-up (some heavy lifting).

Duties may include:

- Unloading and setting up folding tables and chairs for vendors
- Delineating vendor stalls and labeling with vendor names
- Working directly with arriving vendors

#### Signage Assistant – 2 positions

Assistants will work closely with staff lead to assemble, distribute and display signage around fairgrounds. Will include both indoor and outdoor work. A good position for detail-oriented volunteer.

Duties may include:

- Loading and unloading wooden sandwich boards
- Affixing laminated signs to sandwich boards
- Deciding on strategic placement of signage
- Distributing signs to various locations throughout fairgrounds

#### Horse Barn Set-Up Assistants – 2 positions

Assistants will work closely with staff lead to prepare the horse barn for the arrival of animals Saturday morning. These are good positions for volunteers with some horse knowledge. Must be willing and able to assist with table and chair set-up (some heavy lifting).

Duties may include:

- Labeling stalls for arriving animals
- Unloading and setting up folding tables and chairs for horse exhibitors
- Arranging stall equipment

#### Livestock Barn Set-Up Assistants – 2 positions

Assistants will work closely with staff lead to prepare the livestock barn for the arrival of animals Saturday morning. These are good positions for volunteers with some livestock knowledge. Must be willing and able to assist with table and chair set-up (some heavy lifting).

Duties may include:

- Delineating areas for specific animals and exhibitors
- Labeling stalls for arriving animals
- Unloading and setting up folding tables and chairs for livestock exhibitors
- Arranging stall equipment

#### General Set-Up Runner - 1 position

Runner will work directly with volunteer coordinator to ensure all set-up is going smoothly. This is a good position for a flexible volunteer.

Duties may include:

- Assisting in any of the above areas where needed

### **Saturday March 19<sup>th</sup> – Event Day!**

#### Runner for Event Coordinator - 5 positions

Runners will each be the “right-hand-(wo)man” for one of 5 event coordinators. This is a good position for someone who enjoys working with people and is willing to do a wide variety of tasks. Runners are invaluable volunteers to the event coordinators, and because of this, they are scheduled for the entire day.

Duties may include:

- Working directly with vendors, exhibitors, and speakers
- Directing members of the public

#### MC for Covered Arena – 1 position

The covered arena MC will announce each event in the covered area. This is a fun position for a volunteer who is comfortable and at ease on a microphone and enjoys interacting with the public.

Duties may include:

- Announcing upcoming events to audience surrounding arena
- Introducing exhibitors/performers
- Keeping events running on time

#### Covered Arena Loading/Staging Assistant – 1 position

This assistant is responsible for organizing demonstrators and their animals so they are ready to enter the arena at the designated time for their event. This position is best suited for a detail-oriented volunteer with some livestock experience.

Duties may include:

- Directing performers/demonstrators to the arena at the proper time
- Ensuring performers/demonstrators have what they need, know where to be, and how to get there

#### Livestock Barn Lead – 1 position

The barn lead will work directly with staff and other volunteers to ensure the arrival of animals, the care of animals, and their exit from the barn goes smoothly. This is a rewarding position for a volunteer willing to take a leadership role, who is detail oriented, enjoys working with people, and has some experience working with livestock.

Duties may include:

- Directing animal exhibitors and their livestock to their designated areas
- Assisting with any needs these exhibitors may have (i.e. where to find water, where to find bedding, how to dispose of bedding, etc.)
- Answering any variety of questions regarding the event as a whole from the public and from exhibitors
- Directing other barn volunteers, in cooperation with staff barn coordinator

#### Livestock Barn Loading/Unload Assistant – 1 position

This assistant's primary responsibility is to assist and direct livestock exhibitors as they arrive and depart the barn. This position is best suited for an organized volunteer who enjoys working with people and has experience with livestock. Will work closely with the Livestock Barn Lead and the staff barn coordinator.

Duties may include:

- Directing animal exhibitors and their livestock to their designated areas
- Assisting with any needs these exhibitors may have (i.e. where to find water, where to find bedding, how to dispose of bedding, etc.)
- Helping to regulate traffic flow as trailers come and go and animals are moved.
- Assist MC to ensure livestock demonstrations occur as scheduled

#### Livestock Barn MC – 1 position

The livestock barn MC will announce each livestock demonstration. This is a fun position for a volunteer who is comfortable and at ease on a microphone and enjoys interacting with the public.

Duties may include:

- Announcing upcoming events to draw a crowd to the demonstration area of the barn
- Introducing demonstrations/exhibitors

#### Horse Barn Lead – 1 position

The horse barn lead will work directly with staff and other volunteers to ensure the arrival of animals, the care of animals, and their exit from the barn goes smoothly. This is a rewarding position for a volunteer willing to take a leadership role, who is detail oriented, enjoys working with people, and has some experience working with horses.

Duties may include:

- Directing horse exhibitors and their animals to their designated stalls
- Assisting with any needs these exhibitors may have (i.e. where to find water, where to find bedding, how to dispose of bedding, etc.)
- Answering any variety of questions regarding the event as a whole from the public and from exhibitors
- Directing other horse barn volunteers in cooperation with staff horse barn coordinator

#### Horse Barn Loading/Unload Assistant – 2 positions

This assistant's primary responsibility is to assist and direct horse exhibitors as they arrive and depart the barn. This position is best suited for an organized volunteer who enjoys working with people and has experience with horses. Will work closely with the Horse Barn Lead and the staff horse barn coordinator.

Duties may include:

- Directing horse exhibitors and their horses to their designated areas
- Assisting with any needs these exhibitors may have (i.e. where to find water, where to find bedding, how to dispose of bedding, etc.)
- Helping to regulate traffic flow as trailers come and go and animals are moved.

#### Greeter/Information Booth – 2 positions

Greeters will be stationed in the information booth near the north gate to provide general information to the public. Volunteers well suited to this position enjoy interacting with the public and working independently.

Duties may include:

- Becoming familiar with all aspects of the Expo as to be an information source for the public
- Directing exhibitors, speakers, and the general public to various areas of the fairgrounds
- Distributing and collecting maps and surveys
- Checking in arriving volunteers throughout the day

#### Speaker Assistant – 2 positions

Speaker assistants will work closely with staff speaker coordinators and their runner to ensure speaker tracks are going smoothly. These positions are best suited for volunteers who enjoy interacting with the public and have some leadership skills. Some AV skills may be helpful but aren't necessary.

Duties may include:

- Directing the public to various events around the fairgrounds
- Assisting speakers in any way needed
- Covering short breaks for staff coordinators which may require introducing speakers

#### Vendor Hall Assistant – 2 positions

Vendor Hall Assistants work closely with staff vendor hall coordinator to ensure vendors have what they need to set up and tear down, and assist in the vendor hall in any way necessary. These positions are best suited for volunteers who enjoy interacting with people.

Duties may include:

- Directing vendors to their assigned locations for set-up
- Assisting vendors with any needs they may have
- Directing the public to various events around the fairgrounds
- Assisting with tear-down (stacking chairs, folding tables, etc.)

#### Photographer – 2 positions

Photographers will take photos throughout the event for use in promotional materials and simply as documentation of the event. These volunteers will work closely with the event coordinator to ensure specific events are captured throughout the day, and proper waivers are signed when children are photographed.

Duties may include:

- Roaming the event throughout the day photographing attendees, exhibitors, vendors, speakers, and animals
- Asking parents for consent waiver signatures when children are to be photographed

#### Parking and Gate Lead – 1 position

The parking and gate lead will work closely with staff coordinator, volunteer gate assistants and volunteer parking assistants to ensure parking and gate entry goes as planned. This position is best suited for a volunteer with strong people management skills and a willingness to take on a leadership role.

Duties may include:

- Directing vendors, livestock and equipment exhibitors, speakers, and members of the public to various designated parking areas and entry gates
- Ensuring that gate and parking volunteers understand where to direct all arrivals

#### Parking Assistant – 6 positions

Parking assistants will work closely with parking and gate lead to direct all traffic to appropriate lots and unloading areas. This position will require being outside for the entire shift regardless of weather.

Duties may include:

- Directing traffic to appropriate lots
- Explaining parking and unloading arrangements, and where to turn around (for large livestock and horse trailers)

#### Gate Assistant – 7 positions

Gate assistants will work closely with parking and gate lead. Depending on where (which gate) each assistant is stationed, each volunteer may work directly with the public, with vendors, with speakers, with exhibitors, or with livestock owners. These positions are best suited to volunteers who enjoy working with the public and have strong people skills.

Duties may include:

- Counting attendees
- Directing vendors, speakers, exhibitors, and livestock owners to appropriate areas
- Welcoming attendees, distributing programs as attendees enter, collecting surveys as they leave
- Explain parking arrangements and how to turn around or where to park (large livestock and horse trailers)